CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>PW639</u>					
Classification Specification: <u>ENGINEER III</u>					
Salary Range: <u>NR43</u>					
Position Description: Engineer III					
Incumbent:					
Location: Public Works – Engineering/Environmental					

GENERAL PURPOSE:

Under the direction of the Environmental Engineering Supervisor, or designee, perform a variety of experienced-level professional duties in the specialized engineering area of surface water management.

Work is characterized by experienced-level professional responsibilities specializing in environmental engineering. Duties include, but are not limited to, designing and maintaining the city's stormwater standards and models; investigating and resolving stormwater related problems; serving as the liaison with consultants who perform hydraulic or hydrologic studies, floodplain, and floodway management regulations; overseeing storm water and stream restoration/environmental capital improvement projects; completing development review; and providing technical expertise in the area of environmental engineering. The incumbent has extensive contact with the public, contractors, consultants, developers, City personnel, and other agencies.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and the supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Design and prepare construction documents for Public Works stormwater, flood management and critical areas improvement, restoration, and mitigation projects in accordance with established standards of safety, efficiency, and cost effectiveness. The incumbent may also provide guidance and direction to lower classified engineers, technical, and/or administrative staff as needed to accomplish the projects assigned.

Prepare project plans and specifications, including drafting as needed; analyze

project requirements, physical location, and other pertinent data; prepare engineer's estimate of cost; assure that project designs are in compliance with a variety of state, federal, and city laws, codes, ordinances, and regulations governing construction projects.

Review and comment on development proposals relating to surface water and environmentally sensitive areas including, but not limited to, floodplains, floodways, and steep slopes

Participate in interdepartmental development review forum which includes, the Community Development, Public Works, and Fire Departments.

Develop scope of work and requests for proposals (RFPs); select consultants; finalize contracts; review work product; monitor budget and schedules; provide technical assistance to contractors; and approve final work product for a wide range of hydrologic/hydraulic studies, floodplain and floodway management, and stream restoration projects or other environmental capital improvement projects.

Perform detailed and complex engineering studies, designs, and field inspections of hydraulic and hydrology work and corrective stormwater management systems.

Develop environmental ordinances, policies, and other environmental regulations. Oversee projects to develop regulations from project inception through internal review and council adoption.

Investigate storm water complaints, provide analysis, and recommend solutions to the supervisor.

Develop, update, and maintain the City's stormwater modeling program; evaluate and acquire software; ensure safe storage on the network; complete model runs on a project-specific basis; and ensure data integrity while providing consultants and engineers with access to the model.

Download and process stormwater data; maintain field equipment; and interface with the U.S. Geologic Survey, consultants, and King County.

Design, develop, and maintain a network of stream staff gages; attract, train, and coordinate volunteers to monitor and read the gages; and provide educational outreach.

Plan projects and programs including, but not limited to, stormwater gauging, basin erosion sediment control, stream temperature monitoring, and stream restoration/environmental capital improvement projects; and coordinate with other Public Works Department Sections.

Provide training, direction, and technical expertise to Environmental Engineering, the Community Development Department, and other Public Works Department staff as assigned.

Participate in regional stormwater management groups in order to remain

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current on relevant issues and provide technical input to groups who may influence the City of Kent actions.

Prepare reports, memorandums, and presentation materials for the City Council and Council Committees.

Actively support and promote the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Hydrology, hydraulics, stream flow, and precipitation measurements
- Calibration and cleaning methods for probes and other measuring instruments
- Computer stormwater software models including the King County Run Time Series (KCRTS), hydraulic and hydrologic modeling programs, and the process of updating and maintaining data files
- Applicable stormwater, geological hazard, and flood hazard regulations, ordinances, codes, construction standards, policies, and procedures
- Washington State Department of Ecology Stormwater Management Manual for Western Washington, City of Kent Construction Standards, Washington State Department of Transportation Hydraulics and Runoff manuals, and the City of Kent and King County Surface Water Design Manual
- Advanced mathematics including calculus, trigonometry, geometry, algebra, and quantitative methods
- Sampling techniques and laboratory analyses
- Principles, practices, standards, and methods of Civil Engineering
- Municipal government policies, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Modern office practices, procedures, and equipment including personal computers and software such as Word, Excel, Power Point, Access, Microsoft Project, Permit tracking software, and GIS
- Engineering research, analysis, and problem solving methods
- Correct English grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication skills

SKILLED IN:

- Performing stormwater design, controls, monitoring, and enhancement
- Demonstrating interpersonal skills in a tactful, patient, and courteous manner
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries
- Maintaining records and preparing reports

ABILITY TO:

• Establish and maintain effective working relationships with the public, contractors, developers, engineers, and others

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• Coordinate engineering projects and resolve conflicts with other agencies and organizations

- Review, interpret, and understand complex designs and engineering plans
- Make extensive mathematical and engineering computations accurately
- Prepare clear and concise project plans
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Work independently with little direction
- Train and provide work direction to others
- Read, analyze, interpret, and explain technical procedures and governmental regulations
- Effectively present information and respond to questions from groups of managers, contractors, developers, engineers and the general public
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in engineering; and

Experience: Six (6) years of civil or environmental engineering experience.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the

essential duties and responsibilities of the job.

LICENSES AND OTHER REQUIREMENTS:

- Professional Engineer License required
- Master's degree in Civil Engineering, Hydrology, or Water Resource Management is highly desirable
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check;
- successfully complete the City's Defensive Driving Course; and maintain an excellent driving record

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, scanner, calculator, projector, and dictaphone.

The incumbent may also operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by

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an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls; frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; occasionally required to lift in excess of 30 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

The incumbent is required to work primarily in an office setting. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderately quiet. The incumbent is subject to driving to various locations within the community to inspect or review public improvement project sites. Noise level at construction sites may be from moderate to loud.

SIGNATUR	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Departmer	nt Director/Designee	Date	Employee Services Director/Des	ignee Date	
** Note:			ewed and updated annually at the time of the operaisal; when this position becomes vacant;		

or, if the duties of this position are changed significantly.

Revised: 10/16/03; 3/4/08